(On Company Letterhead)

The Manager

Grants Administration

IDA Ireland

Three Park Place

Hatch Street Upper

Dublin

D02 FX65

## Directors’ Statement of Claim

### Employment Grant

Dear Sir

**Re: (State Name of Company)**

 **Grant Contract Dated**

 **Claim No. IDA Ref No. Date:**

In accordance with the above contract under which an **Employment Grant** amounting to €\_\_\_\_\_\_\_\_ was approved for the above mentioned Company, we hereby apply for a grant instalment amounting to €\_\_\_\_\_\_\_\_ calculated as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | ***No of Eligible Posts*** | ***Approved******Grant per******Post €***  | ***Total Grant*** ***Claimed €*** |
| Total Eligible Posts\*  |  |  |  |  |
|  |  |  |  |  |
| **Less: Paid to Date** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Now Due |  |
|  |  |  |  |

\* **Note**: An eligible post is a post that has been created for the purposes as set out in the grant agreement and that is currently (at date of claim) filled by an employee(s) for a period of at least one month. Employees filling eligible posts must be subject to Irish taxation.

Eligibleposts may be:

1. Full-time permanent posts.
2. Full-time contract posts where the contract of employment is two years or greater.
3. Full-time equivalent posts. These are part-time posts (permanent or contract > 2yrs.) which are converted to full-time equivalent posts based on the number of hours worked as a proportion of the company’s standard working week e.g. 20 hrs/wk = 0.5 full-time equivalent post..

Temporary posts or posts with employment contracts of less than two years are not eligible.

The number of posts claimed as defined at (b) and (c) above is limited to a combined total of 20% of the number of eligible posts.

We confirm that the details on the attached Employment Grant Claim Form No. 9 and the Employment Grant Record Form No. 16 are correct.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director